

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

March 9, 2005

**ADDENDUM NO. 4
RPF NO. CA-2518**

Implement the Healthy Lifestyles in Our Community Program (Teen Pregnancy Prevention, Family Strengthening and Substance Abuse Prevention), State of Hawaii, Department of Defense

The items listed hereinafter are hereby made a part of the contract for the above mentioned project and shall govern the work taking precedence over previously issued contract documents governing the items mentioned.

ANNOUNCEMENT: Revisions to the Request for Proposals to furnish Health and Human Services to Implement the Healthy Lifestyles in Our Community Program, State of Hawaii, Department of Defense, CA-2518 have been posted and are now available as of 9 March 2005. Bona fide bidders are to replace in entirety Section 2 and Section 4 of the original request for proposal with the replacement sections.

Bona fide bidders may pick up copies of revised specifications and bidding documents at Engineering Office, Department of Defense, State of Hawaii, located in Building 306-A, Room 228, 3949 Diamond Head Road, Honolulu, HI or download it from the State Procurement Office RFP Website at <http://www.hawaii.gov/rfps103f>. Written requests from bona fide bidders to be mailed specifications and bid documents will be accepted at the above address as well.

Jonathan S. Ito, P.E.
Acting Contracting and Engineering Officer

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Background

The State of Hawaii, Office of the Lieutenant Governor and the Department of Human Services (DHS) and the Department of Defense (DOD) are collaborating to request proposals from qualified applicants to provide teen pregnancy prevention and family strengthening services which will contribute to the vision of safe, healthy, and nurturing communities that value youth as productive and contributing members and provide opportunities for actualization of their highest potential.

The Lieutenant Governor's *Hawaii Drug Control Strategy: A New Beginning* (November 2003) recognizes that the issues confronting the State regarding illicit drug use and underage drinking are best addressed by integrated approaches and multi-sector collaboration. Reflected in the *Strategy* is a belief in a broad, prevention-oriented approach to the substance abuse issue that reinforces the understanding that drug and alcohol problems of youth do not occur in isolation but are interlinked with a range of social issues and causal roots. A more specific example of the interrelatedness of issues is that alcohol and drug use by adolescents may serve as predisposing factors for initiation of sexual activity and unprotected sexual intercourse which then is associated with unintended pregnancy and Sexually Transmitted Diseases (STDs).

In order to execute the Strategy, DOD will implement the Healthy Lifestyles in Our Community Program that targets at-risk children and youth between the ages of 5 and 18 years. This Request for Proposal (RFP) is to solicit proposals from an organization/s/ to address and deliver such an approach, providing a central focus, coordinated effort, and variety of activities to address the issues related to the negative behaviors that youth may engage such as, alcohol and illicit drug use and early sexual activity. The successful proposal will focus on alternative activities, family strengthening, prevention and reduction of out-of-wedlock pregnancies, and alcohol and drug awareness issues. The programs, services, and activities conducted via the successful proposal can provide youth the opportunity to develop competencies and enable them to achieve a successful transition to young adulthood.

1. Outcomes

The successful proposal will support achievement of the following outcomes:

- Enhance protective factors or reduces risk factors of children and youth between 5-18 years old.
- Demonstrate need and focuses on high-risk communities.
- Provide outreach strategy that reflects how the provider will insure that the neediest of children and youth will be identified and served.
- Provide a plan and the implementation thereof for presenting alternative after school, weekend and non-school hours activities that are reasonably calculated to reduce the incidence of teen pregnancy and involvement in other delinquent behaviors. Activities may include but are not limited to the following: dance, music, art and sports. Applicant should demonstrate the ability to work with grass roots community groups to develop, plan and implement teen pregnancy prevention, family strengthening and alcohol and drug abuse awareness activities that shall include a combination of the following:

information dissemination
 prevention education
 screening and referral
 community driven strategies

The proposed activities should be fun with a strong skill-building component that teaches youth problem solving skills, inter-personal skills, refusal skills and other daily life skills. Activities should offer opportunities for meaningful connections to adult role models and positive peers relationships. It may be valuable to involve businesses, faith based and service organizations such as the Lions Club, Key Club and Rotary Club to assist in some of these components.

- Activities should incorporate cultural values, practices of the ethnic background of the youth being served.
- May build on existing community resources by taking an existing program that has been effective in the prevention of teen pregnancy and other delinquent behavior and expand it to another geographic area or taking and existing alternative activity program and adding a teen pregnancy information dissemination component.
- Focus on youth from low income, juvenile justice and child welfare population.
- Focus on youth of Samoan, Hawaiian, Filipino and African American ancestry who are over represented in our juvenile justice system
- Provider is able to identify key leaders from the community being served and how they will assist with implementation of activities [builds connection to role models within the community; creates sense of belonging; utilizes resources within community]
- Utilizes individuals in recovery who can act as role models to youth

- Family focused prevention efforts; programs for kids that includes a caregiver's component that reinforces what the youth are learning; programs that focuses on the family unit; family strengthening programs.
- Intergenerational focused activities.
- Applicant shall explain their approach to addressing the concerns raised by this RFP.
- Work side-by-side with community organizations to identify referrals and coordinate services.
- By participating in this program it is anticipated that youth will:
 - Be Healthy and productive.
 - Make responsible decisions.
 - Be Free from involvement in unhealthy or delinquent behaviors.
 - Develop a positive sense of self.
 - Develop and maintain positive relationships in family, social, educational, employment, community, and cultural settings.
 - Achieve a successful "endpoint" transition to young adulthood, e.g., graduation, employment, post-secondary education.

In summary, the proposal must contain at a minimum the following:

- a) One initiative per island based on available teen pregnancy and adolescent health data and needs presented for specific geographic areas in relation to the services proposed to meet those specific needs for that area.
- b) Serve at risk youth, age's 5-18 years old and their families.
- c) Curriculum and activities to include, but not limited to, teen pregnancy prevention, family strengthening and underage drinking and drug use substance abuse.
- d) Agency qualifications and qualification of personnel.
- e) Financial management system.
- f) Program and budget tables.

2. Service Framework

- a. Services provided must reflect the following philosophy:
 - 1) Youth are valuable and worthwhile and should be helped to reach their full potential.
 - 2) The focus should be on youth in the context of families and specific communities.
 - 3) The focus should be on at-risk youth.
- b. Services provided should be:
 - 1) Holistic in nature, impacting the mind, attitude, and behavior.
 - 2) Outcome-based and performance target focused.
 - 3) Based on valid, reliable research.
 - 4) Collaborative in nature.
 - 5) Culturally, developmentally, and gender-appropriate.
 - 6) Provided by nurturing and caring adults.

B. Purpose or Need

The objective of this Request for Proposals (RFP) is to award Temporary Assistance to Needy Families (TANF) funds for Health Lifestyles in Our Community Program to implement curriculum and/or provide services and activities designed to help adolescents avoid unwanted pregnancy, prevent underage drinking and drug use, and to develop safe, healthy lifestyles.

Research from the fields of child welfare, substance abuse, and juvenile justice indicate a strong correlation between a stable, supportive, and well-managed family life with improved outcomes for youth. Parents with higher education and income; parental supervision; parents who hold strong opinions about the value of good health; teens who have supportive family relationships (connectedness); and, teens who participate in shared activities with parents are factors that have been noted to reduce the risk of drug abuse. However, little supervision for teens; strict/overly controlling parents; low socioeconomic status; one parent household; lack of religious affiliation; and, the experience of violence or abuse are factors that can increase the risk of teen pregnancy and the use of drugs and alcohol. Therefore, family strengthening is viewed as a vital service component for teen pregnancy prevention services.

The intent of this RFP is not to enhance or to duplicate initiatives being funded through Temporary Assistance to Needy Families (TANF) for Teen Pregnancy Prevention and Family Strengthening services. The intent of the DOD is to award funds for these services across the State based on the needs identified and appropriate services proposed to address those needs. While no specific communities have been identified, DOD anticipates at least one initiative per island will be supported by this effort.

C. Description of Goals of the Service

The DOD is looking for qualified applicants to implement the Healthy Lifestyles in Our Community Program designed for at-risk youth between the ages of 5-18 years to focus on alternative activities, family strengthening, prevention and reduction of out-of-wedlock pregnancies, and drug awareness issues within the context of Lieutenant Governor's Hawaii Drug Control Strategy. Applicants are requested to propose specific programs and services that will address the unique needs of their community regarding teen pregnancy prevention, family strengthening, and the prevention of teen substance abuse. Proposals should clearly describe how services are intended to directly impact the issues related to teen pregnancy and alcohol and drug abuse prevention and how they will contribute to accomplishing the following objectives:

1. Responds to the needs and desires of their community in regards to teen pregnancy and its relationship to alcohol and drug abuse prevention and relevant services are tailored to address the unique needs of their constituents.
2. Develop, implement and evaluate effective curriculum or models of services that effectively address teen pregnancy, alcohol and drug abuse prevention and family strengthening efforts.
3. Coordinate services, resources and opportunities for youth and their families referred to the DHS. Coordination efforts are enhanced by the formal and informal collaborative agreements that the program establishes and maintains with other public and private agencies and institutions, including schools and faith-based organizations located within and/or serving the same community.
4. Provide programs and activities that contribute to the following:
 - a. Increased knowledge of youth and their families about teen pregnancy, sexually transmitted disease and underage drinking and drug abuse.
 - b. Improved communication and refusal skills for early adolescents to resist peer pressures related to alcohol and drug activity.

- c. Increased/improved ability of parents and significant adults to communicate and support adolescents dealing with pressures related to the issues of sexuality, teen pregnancy and the use of drugs and alcohol.

D. Description of the Target Population to be served

The primary target population for the service includes at risk youth, ages 5-18 years old, and their families.

E. Geographic Coverage of Service

Proposal request is statewide; however, services may not necessarily need to be provided statewide by a single agency. While no specific communities have been identified and no specific number of awards has been determined for any geographic area, the DOD anticipates at least one initiative per island will be supported by this effort. It is further anticipated that awards will be made based on available teen pregnancy and adolescent health data and needs presented for specific geographic areas in relation to the services proposed to meet those specific needs for that area. The DOD reserves the right to make awards based on the best configuration of services statewide.

F. Probable Funding Amounts, Source, and Period of Availability

1. Funding Period: 1/1/05 – 6/30/06
Total Amount of Federal Funds: approximately \$2,000,000.00
Source of Federal Funds: C.D.F.A. # 93.558 Temporary Assistance for Needy Families (TANF) www.cdfa.gov
2. The DHS anticipates funds to be awarded for a 12-month period, subject to the availability of funds and quality of program services. There may be a possibility for an extension of the initial award period up to an additional 12 months should funds become available. The DOD reserves the right to determine the configuration of services and awards to best meet the needs of the State after all proposals are reviewed.
3. The DOD reserves the right to make modifications to the scope of services and in the funding amounts that it is unable to anticipate now. There may be unique circumstances, not limited to federal grants, which require these modifications be made to continue or to improve services. Additionally, should funding be increased or decreased, the DOD reserves the right to add in additional funds or decrease funds at its discretion.

4. While no specific funding amounts have been pre-determined, the State anticipates award amounts to be approximately \$100,000.00 - \$125,000.00 per site. The comprehensiveness of the proposal's scope and the number of agencies collaborating to provide the services to address the identified needs will be considered in determining the awards in excess of \$125,000.00.
5. In the interest of avoiding duplication of services organizations that are currently being funded through TANF to provide Teen Pregnancy Prevention and Family Strengthening services such as Kokua Kalihi Valley, Susannah Wesley Community Center, PACT, Salvation Army, Boys and Girls Club, Hui Malama Learning Center and Hale Kipa are not eligible to apply, unless it is to provide services in another location. Funds are not intended for the enhancement of a current program.

II. General Requirements

A. Specific Qualifications or Requirements, Including but not Limited to Licensure or Accreditation

1. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).
2. The applicant shall meet all State and County licensing requirements, if any, to operate in the State.
3. Since there are no start up funds available through this RFP, applicants must currently have adequate facilities for the delivery of proposed services. The applicants submitting proposals should minimally be providing the following in an existing program.
 - a) Community-based service activities operated during after-school hours, weekends, school intercession, and holidays.
 - b) Program strategies incorporating a youth development approach. The program should contribute to the development of the competencies of youth in the following areas: physical health; personal and social well being; knowledge, reasoning and creativity; vocational preparation; and citizenship.
 - c) Services and activities that involve aspects of effective youth programs including: a holistic and coordinated approach, cultural awareness and identity, youth involvement, developmentally appropriate programming,

gender appropriate programming, family involvement, and a caring adult relationship.

B. Secondary Purchaser Participation

(Refer to §3-143-608, HAR)

There are no planned secondary purchasers. After-the-fact secondary purchases will be allowed.

C. Multiple or Alternative Proposals

(Refer to §3-143-605, HAR)

☐ Allowed

☒ Unallowed

All proposals will be evaluated, ranked and awarded separately, and not in relationship with any other alternate proposals submitted.

D. Single or Multiple Contracts to be Awarded

(Refer to §3-143-206, HAR)

☐ Single

☐ Multiple

☒ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded as the DOD deems appropriate to best meet the needs of the State after all proposals are reviewed. The intent is to award at least one contract per island.

E. Single or Multi-Term Contracts to be Awarded

(Refer to §3-149-302, HAR)

☒ Single-Term (<2 Years)

☐ Multi-Term (>2 Years)

The contract period shall be a single term, twelve-month contract subject to the program's satisfactory performance and the availability of funds. There may be a possibility for an extension of the initial award period up to an additional 12 months should funds become available. The DOD reserves the right to determine the configuration of services and awards to best meet the needs of the State after all proposals are reviewed.

F. RFP Contact Person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written

questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, Item IV (Procurement Timetable) of this RFP.

Contact Office: Department of Defense
Contact Person: Thomas T. Moriyasu
Phone: (808) 733-4259
Fax: (808) 733-4237
Tmoriyasu@dod.state.hi.us

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or Mandatory Tasks and Responsibilities)

1. Applicants must make an assessment of needs and community readiness for the proposed services. Applicants are requested to identify and justify the need for teen pregnancy prevention, family strengthening and alcohol and drug abuse awareness/prevention programs in the community that they anticipate serving. A comprehensive needs assessment shall include information from reliable data sources, identified risk and protective factors, reports, studies, and strategic plans or planning efforts that substantiates the needs of the target group(s) and community that the proposed services are intended to address. The assessment should reflect the relationship between risk factors and teen pregnancy within the community or geographic area served by the program. Applicants should also provide information and documentation of the community "readiness" to actively address teen pregnancy prevention, family strengthening and alcohol and drug abuse prevention as well as to support the implementation of the proposed services.
2. Applicants must have the infrastructure in place or be providing a formal linkage to resources in the community to provide the range of programs and services that support the core components of a youth service center program which include community-based outreach, case management and positive alternative activities.
3. This initiative is intended to support activities and efforts that result in the prevention of teen pregnancy and alcohol and drug abuse. Applicants must frame their proposed service activities in a manner that is relevant and compatible to their needs, strengths, and interests of those being served in assessing, designing, implementing, evaluating, and

institutionalizing teen pregnancy prevention services within their programs. The proposal should clearly articulate the meaningful connection between the prevention and reduction of teen pregnancy, alcohol and drug prevention and the proposed activities. The proposed services should contribute to the following:

- a. Postponement of sexual activity, drinking and drug involvement.
 - b. Increased knowledge of youth and their families of teen pregnancy, sexually transmitted disease and the role of alcohol and drug use on these issues, as well as healthy adolescent development.
 - c. Improved communication and refusal skills among youth.
 - d. Increased/improved ability of parents and significant adults to communicate and support adolescents dealing with pressures related to sexuality, alcohol and drug use.
4. While this service request focuses on programs and services that directly address the prevention of teen pregnancy and family strengthening, resources may also be used to provide alcohol and drug abuse awareness and prevention services to contribute to overall youth development. Family strengthening approaches should align with the service framework outlined above in Section II. Part I., A., 2, and also be tailored to the developmental stages of youth and specific risk factors in the families. Features of effective family strengthening programs, which have been substantiated by current research, should be considered by the applicant when developing plans. Family strengthening efforts as a major strategy to prevent teen pregnancy and alcohol and drug use should incorporate services in one or more of the following areas:
- a. Family Skills: A multi-component training approach that generally incorporates behavioral parent training, skills training, and behavioral family skills. The approach utilizes a multi-session program with both separate and joint sessions with parents and children.
 - b. Family Education: Lectures and/or educational sessions that cover a variety of family subject areas including family values, responsibility to society, law-related education, communication, substance abuse prevention, and relationship enhancement techniques.
 - c. Family Focused Activities: Involvement of family members or significant adults in the child's life in the proposed activities.
5. The description of the proposed services should include the following:

- a. The process that will enable the applicant to identify teen pregnancy and alcohol and drug abuse prevention program models/curriculum that are research-based and that would be effective in addressing the needs of youth and families within its community.
 - b. The plans to train current agency to provide teen pregnancy prevention, substance abuse awareness/prevention and family strengthening services.
 - c. The incorporation of the teen alcohol and drug prevention and family strengthening services into the current range of programs offered by the DHS.
 - d. The means and process for identifying youth and families for services.
 - e. The process to pilot and implement the teen alcohol and drug prevention and family strengthening services.
 - f. The means by which the agency will assess the impact of the services.
 - e. How the agency will make necessary design changes to refine programs to ensure that the needs of youth and families are effectively addressed.
6. To accomplish this initiative the applicant may anticipate hiring additional and/or auxiliary personnel to provide direct services, support services, technical assistance, and training. The applicant must articulate the responsibilities and role of staff and/or the consultants within the context of the proposed services as well as detail how this effort will be maintained or continued beyond the initial funding period. Additionally, transportation of at-risk youth and their families to and from service sites must be addressed if it poses a barrier to service delivery. Applicants are expected to include anticipated cost for transportation in their proposal to the State.

B. Management Requirements (Minimum and/or Mandatory Requirements)

1. Personnel

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules, for any person who is employed or volunteers in an position that necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteer's personnel file and shall be

available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.

- b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.
- c. The program staff shall have appropriate qualifications and necessary training to provide the required service and activities. Personnel shall demonstrate knowledge, capacity, skills and experience in working with the target population, and community they serve.
- d. Applicants shall engage trainers and professionals that have expertise in the subject matter and experience working with at-risk youth ages 5-18 years old and their families to ensure credibility with the target audiences. The trainers should be skilled in conveying information to participants.

2. Administrative

- a. The applicant is required to meet with the State to discuss any aspect of the services.
- b. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- c. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- e. The applicant may not charge youth and/or their families more than a token amount for program services.
- f. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.

3. Quality Assurance and Evaluation Specifications

- a. All contracts shall be monitored by the State in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include:
 - 1) The review of amendments and approvals, deemed appropriate by the State, of the contract's program items, especially the outcomes plan, the performance targets and milestones, the assurance of collaboration, quarterly program reports, and other documents submitted to the State.
 - 2) Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:
 - a) Staff qualification, organization, and effectiveness.
 - b) Outcomes planning, implementation, and evaluation.
 - c) Collaboration (Informal and formal agreements and subcontracts).
 - d) File maintenance and record keeping.
 - e) Facility accessibility, suitability, and safety.
 - f) Transportation and other liability issues.
 - g) Consumer satisfaction.
 - 3) The applicant shall allow the State access to all materials, files, and documents relating to the provision of services.
- b. The applicant must maintain for the term of the contract the system of evaluation developed by the State, including the use of evaluation tools and reporting forms. In addition, the applicant must take corrective actions the State deems necessary in light of the evaluation data.

4. Output and Performance /Outcome Measurements

- a. An Outcomes Framework (outcomes, performance targets, and milestones) will be used for monitoring and results reporting. The Outcomes Framework (OF) for this service will focus on specific achievements in teen pregnancy prevention and family strengthening services within the context of the DHS program and/or specific changes in youth and family conditions, skills, attitudes, and/or behaviors.

- 1) Performance targets describe the anticipated change in program participants that occurs as a consequence of the service provided by the YSC. The performance target does not reflect the actions or behaviors of the agency or the staff in the delivery of the program services. In response to the RFP, applicants must propose and commit to performance targets directly related to the initiatives described in this RFP.
 - 2) Milestones describe the sequential actions made by the program participants to indicate they are successfully progressing toward achieving the performance target. Applicants should identify the milestones that will most effectively communicate (track and report) the success of program participants and at the same time can be efficiently documented on an ongoing basis. The successful achievement of milestones and performance targets should be verifiable by direct and indirect measures, observable events or behaviors, or indicators identified by the applicant.
- b. Within this Outcomes Framework applicants must:
- 1) Base their programs on a thorough assessment of objective data about the relevant risk and protective factors in communities being served.
 - 2) Design and implement programs for youth based on research or evaluation that provides evidence that the programs used impact the indicators of risk and protective factors and contribute to preventing or reducing risk factors and establishing or strengthening protective factors.
 - 3) Evaluate programs to assess their progress toward achieving the outcomes, performance targets, and milestones. Furthermore, such evaluation shall be used to improve and strengthen the programs, to revise timelines, and to refine the outcomes, performance targets, and milestones.
 - 4) Use appropriate computer hardware and Microsoft software Access and Excel to record, monitor, and report various data.
- c. Applicants will commit to the performance targets finalized with the State as part of the applicants' contractual responsibility. Applicants will track and report progress through a standard outcomes reporting format and meet periodically with the State to review progress and results and to make necessary modifications and corrections.

d. Applicants should propose performance targets, including numeric projections of achievement as # or %, related to at least three (3) of the following:

- 1) Reduction of incidence of teen pregnancy, sexual activity and alcohol/drug use.
- 2) Increased knowledge of youth and their families of teen pregnancy, sexually transmitted disease, alcohol and drug use and healthy adolescent development.
- 3) Increased knowledge and/or improved skills related to youth and parents communication about adolescent issues, including sexual activity, teen pregnancy, and alcohol and drug use.
- 4) Increased knowledge and skill of agency staff in delivering programs and services related to teen pregnancy prevention, family strengthening and alcohol and drug abuse awareness/prevention.

e. In order to facilitate the implementation of the Outcomes Framework enhanced services, the State will:

- 1) Provide technical assistance in developing outcomes, performance targets, and milestones.
- 2) Provide technical assistance in using hardware and software to evaluate the progress of the programs.

5. Reporting Requirements for Program and Fiscal Data

Timely program and fiscal reports as specified by the State will be due quarterly and at the end of the budget period. Contracts are programmatically and fiscally monitored by the State. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the State); invoices and expenditure reports; and any issues applicable to services provided. Monitoring will take place at a variety of locations including the applicant's administrative office and the site(s) of service delivery.

6. Pricing Structure or Pricing Methodology to be Used

- a. Pricing structure is based on cost reimbursement. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays

the applicant for budgeted costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.

- b. Applicants shall be required to apply the Cost Principles on Purchases of Health and Human Services.
- c. Total funding amounts allocated to each contract may be increased or decreased at any time, at the discretion of the State. Reasons for such increases or decreases include, but are not limited to, the program's performance, availability of funds, cost of living adjustments, utilization rates, and shifting of community needs and priorities.

7. Units of Service and Unit Rate

Not Applicable

IV. Facilities

Facilities shall be adequate relative to the proposed services.

Facilities shall be ADA accessible to all staff and families who may wish to attend.